



SAINT JOSEPH'S UNIVERSITY

College of Arts and Sciences
Erivan K. Haub School of Business

PERMISSION FORM TO TAKE COURSES ELSEWHERE

CONDITIONS FOR ACCEPTANCE:

- Course(s) must be approved by the appropriate Academic Associate Dean prior to taking the Course(s).
- An Original transcript must be requested by the student from the Institution where course(s) have been taken and sent to:
Saint Joseph's University
5600 City Avenue
Philadelphia, PA 19131
Attn: Registrar's Office
- Grade must be a grade of C or better. (Under no circumstance will a grade of C- be accepted for transfer credit)
- Transfer grade(s) DOES NOT calculate into GPA.
- Students are not permitted to take more than 6 courses elsewhere during their academic career at Saint Joseph's.
- Credit(s) will NOT be given for course(s) taken elsewhere during the time of a student's Academic Suspension due to violations of the Academic Honesty policy or a Leave of Absence.
- Permission to take course(s) does not imply permission to accelerate my degree program.

COMPLETED BY STUDENT:

Student's Name _____

ID No. _____ Year in College _____ Major _____

Name and Address of Institution would like to attend: _____

Course(s) would like permission to take:

Institution's Course
(Completed by student)

Saint Joseph's University Equivalent
(Completed by Associate Dean upon approval)

Session to begin: _____ to end: _____

Reason: _____

I hereby certify that I have read the above stated policy relating to taking courses outside the University and understand and accept the above conditions.

Date: _____ Student's Signature: _____

Approval Department Chair (When Required) _____

COMPLETED BY ACADEMIC ASSOCIATE DEAN:

Request _____ is approved _____ is not approved

Comment: _____

Date: _____ Associate Academic Dean _____